

ODP-0-061
16 JAN 1980

MEMORANDUM FOR: Deputy Director for Administration

THROUGH: Director of Personnel Policy, Planning,
and Management
Director of Finance

FROM: Bruce T. Johnson
Director of Data Processing

SUBJECT: Request for Approval to Establish Compressed
Work Schedules

REFERENCE: [REDACTED]

STATINTL

1. Action Requested: I request that approval be granted for employees assigned to Production Division, ODP to participate in the experimental compressed work schedule for a period of one year.

2. Background: Following the success of the compressed workweek in C Division, ODP, we decided to propose its use in Production Division. In addition to the most often cited advantages of compressed work schedules, i.e., increased employee morale, reduction of employee commuting, and reduction in absenteeism, we believe that some significant benefits will accrue to Production Division and the customers it serves. An excellent example of these benefits can be found in Production Control Branch/Production Division. Production Control Branch is responsible for processing production computer applications in support of Agency components. This responsibility requires that we process applications on a regularly scheduled basis and within strict deadlines. Occasionally, employees come in early or stay late because of work requirements or for personal reasons. On these occasions we find that many easily corrected processing failures have been corrected immediately because someone was available, thereby eliminating delays of important work for Agency components. Establishment of a compressed work schedule would provide this type of expanded coverage on a regular basis.

3. Work Schedule: Assignment to the compressed work schedule will be made on a voluntary basis. Employees who wish to work this schedule will be divided into two groups. Group I will work from 0700 through 1730 Monday through Thursday during the first week of the pay period, and Tuesday through Friday during the second week of the pay period. Group II will work from 1700 through 1730 Tuesday through Friday during the first week of the pay period, and Monday through Thursday during the second week of the pay period. Employees wishing to remain on their present schedule will do so. There will be no increase in overtime usage as a result of this schedule.

4. Assessment: The Chief, Production Division will prepare an assessment report at the end of this experiment and forward it to the Director of Personnel Policy, Planning, and Management for evaluation.

5. Recommendation: I recommend that approval be granted to establish a compressed work schedule for employees in Production Division, CIP.

/s/ Bruce T. Johnson

Bruce T. Johnson

CONCUR:

/s/ Harry E. Fitzwater
Director of Personnel Policy,
Planning, and Management

1-25-80
Date

/s/ Edward E. Sherman
Director of Finance

1-30-80
Date

APPROVED:

/s/ Duane Wortman
Deputy Director for Administration

2-4-80
Date

DISAPPROVED:

Deputy Director for Administration

Date

Distribution:

Original - Addressee and return to D/ODP

1 - DDA

1 - D/PP&M

1 - D/OF

1 - PD/ODP

2 - ODP Registry

2 - O/D/ODP

AS/ODP [REDACTED] (15 January 1980)

STATINTL

ODP STAFF SUMMARY SHEET

SUBJECT:

Request for Approval to Establish Compressed Work Schedules

PURPOSE OF ACTION:

STATINTL

RESOURCE PACKAGE & COSTS (If applicable):

THIS PAPER IS FOR YOUR:

COMPONENT/ OFFICER	INFORMATION/ COMMENT	CONCURRENCE	APPROVAL/ SIGNATURE	INITIALS	DATE
PO	X		AS		
EO	X		EO	AO	16 Jan 80
DD	X		EO	EO	16 Jan
D/ODP			X	J	1/16

DISCUSSION:

The enclosed request for Production Division employees to participate in the experimental compressed work schedule was prepared at the request of [REDACTED] has reviewed this request and recommended that it be forwarded for approval.

STATINTL

STATINTL

11 January 1980

DATE

ADD TO OFFICIAL FILE YES ___ NO ___

UNCLASSIFIED

CONFIDENTIAL

SECRET

Explanatory Notes

Subject: Self-explanatory - include ODP number if applicable.

Purpose: What will action accomplish, e.g., "Reply to letter from OMB," "Obtain DDA approval to spend \$100M," "Comply with periodic reporting requirements," etc.

Action Officer: Name, organization, extension.

References: List of pertinent references. Copies should be attached in order listed.

Resource Package and Costs: Identify the Resource Package and total costs for each fiscal year if the action involves funds.

Routing: Who should see the action, whether for information, comment, concurrence, or signature/approval. The individual reviewing the action should initial and date where indicated. Place an "x" under the appropriate column for each component. If concurrences are contained on record copy of action, simply refer to the action.

Discussion: Narrative discussion of action - what led up to the action, why is it necessary, what do you want done. The pertinent references should be explained insofar as they relate to this action. If the action itself contains all this information, simply refer to the action.

Signature of Action Officer: Sign and date form.

Classification: Mark at the top and bottom of page, as appropriate.